Outlook 2000 Information

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Wherever you see an item underlined in this document, it is a hotlink you can click on to jump to the linked section. The linked item is usually a section of this document, but if it is an Internet address, e.g. http://158.72.10.89/exchange, *clicking on the link will open Internet Explorer and take you to that address on the Internet.*

Basics

1. By HRSA policy, your mailbox is limited to 50 MB. If you get close to this limit, the system will automatically generate a warning message to you. Once you hit 50 MB, the system will continue to receive mail for you and place it in your mailbox, but will not permit you to send mail until you reduce the size of your mailbox.
   Note this is not a Tipton/Calder policy - it is a HRSA policy over which we have no control.

2. The messages in your personal folders DO NOT count against the 50 MB limit; therefore, you'll want to move messages from your mailbox folders to your personal folders when your mailbox gets to large.

3. Auto archiving is turned on by default for your mailbox. You can adjust the settings under Tools/Options. By default, the archive location is your computer's C:\ drive. You can specify more detailed AutoArchive settings for each Outlook folder by right-clicking on the folder and choosing Properties; then go to the AutoArchive tab. Please do this for the folders you want to archive regularly.

4. The Deleted Items folder under Outlook Today is different from Deleted Items under Personal Folders. The system automatically purges messages in the Outlook Today Deleted Items folder that are older than 10 days. The system does nothing to the messages in the Personal Folders Deleted Items folder.

   Once an item is purged from the deleted items folder, you may still recover it for up to 7 days after it was purged. This is a HRSA policy, and not a Tipton/Calder policy. Other than the HRSA policies discussed above, there are no others that affect your mailbox at this time. I understand HRSA is developing more policies, and I'll keep you posted as I learn more.

5. The Outlook post office is located on a Windows NT Exchange server, and is backed up nightly on tape.

6. Your personal folders are located on the Novell server in your I:\Archives folder, and it is backed up nightly on tape. Because space may become limited on the Novell server with everyone archiving to it, you may be asked to move your I:\Archives folder (or some parts of it) to your computer's C:\.

Accessing Outlook Remotely

Using the Internet – Outook Web Access (OWA)
You can get to OWA from any Internet-capable computer in the world. First, make sure the computer is on the Internet, then point the browser (Internet Explorer or Netscape) to http://158.72.10.89/exchange. In the box for "Log On", type your full name, e.g. James Tipton, and then click "**click here**". You'll get a pop-up login screen. Type in your Outlook login name which is your first name initial followed by your full last name with no space in between, e.g. jtipton, and your Outlook login password. This will take you to a screen that pretty much looks like what you get when you're in the office using Outlook.

You should test this method in the office prior to trying it at home or on the road in case you run into a problem and need assistance from Val or Jim.
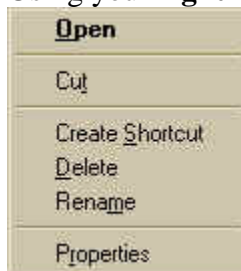
Using pcAnywhere
Many of you are accustomed to using pcAnywhere to access our office network. Dial up the network with pcAnywhere as you normally do, and then use the Outlook icon you'll find on the desktop to access Outlook.

Using Outlook on one of the pcAnywhere hosts is a bit different from ccMail. Outlook, unlike ccMail, doesn't automatically give you a drop down list of names to pick from when you click on the icon to open the program. Please follow the directions below to get Outlook to behave properly when accessing it using pcAnywhere.

1. Dial the pcAnywhere host from your remote computer as you normally do.

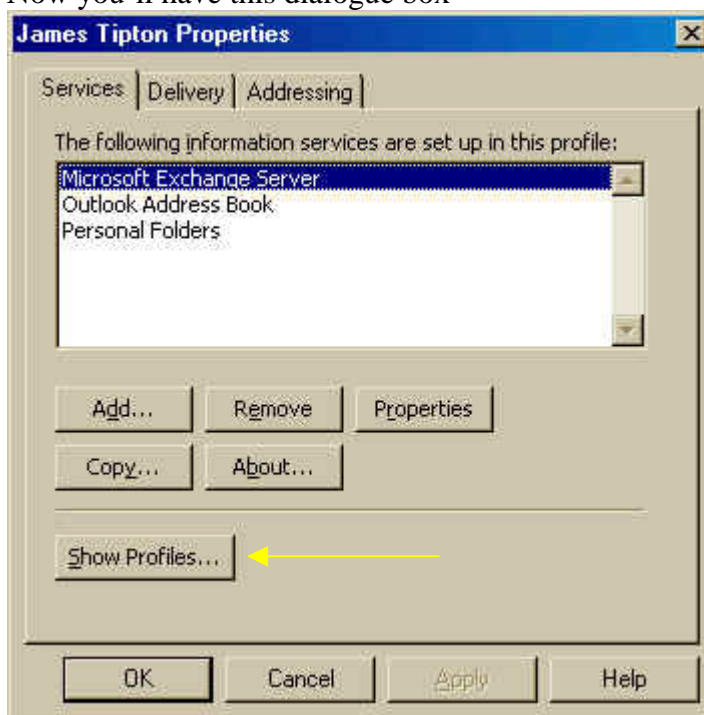2. Log in to the network as you normally would.

3. At the main desktop screen, you'll find the familiar Outlook icon [icon].
    Using your **right** mouse button, click once on the icon to get this popup menu
    [popup menu image] and select Properties.

4. Now you'll have this dialogue box
    [dialogue box image]
    Select the Show Profiles button.

5. Now you'll have this dialogue box

But the one you'll see will have several names listed, not just one as this one does. Select the drop down list under "When starting Microsoft Outlook, use this profile:" (see arrow above), and then select your name from the list. Finally, select the Close button.

6. Now you're ready to run Outlook. Click the Outlook icon with your left mouse button to open Outlook. When you get this login box:

 type your login name on the User Name line and your Outlook password on the Password line.

Outlook should now open in your mail box.

Using the Citrix MetaFrame
At this writing, the only way to use the Citrix MetaFrame to access your Outlook mailbox is to use the MetaFrames Internet Explorer and then use the OWA according to the instructions above.

Using Distribution Lists

You will find the following distribution lists for your use in Outlook:

#SEA HRSA All Staff (all Seattle HRSA employees) – **Alias = seahrsa**

#SEA HRSA Project Officers (only Seattle project officers) – **Alias = seapo**

#SEA HRSA Engineering Services (the 3 guys on 10) – **Alias = seahes**

#SEA RHA all Seattle RHA employees) – **Alias = searha**

#SEA RD (all Seattle Regional Director office employees) – **Alias = seard**

#SEA WA-ID Team (all HRSA Washington/Idaho team members) – **Alias = seawaid**

#SEA AK-OR Team (all HRSA Alaska/Oregon team members) – **Alias = seaakor**

#SF Pac-West Resource Team (contains all HRSA Resource team members in San Francisco and Seattle) – **Alias = resource**

You may find it easier to remember the alias. On the To: or Cc: line, you can type in the alias instead of the full name, and Outlook will automatically insert the full distribution list name when you press the Tab key.

Why do the full names start with #SEA, you ask? Well, HRSA decided that all field offices should use the same naming convention for distribution lists. The convention dictates that list names begin with a # to move them to the top of the Global Address List (GAL) followed by the 2 or 3 letter abbreviation for the field office, e.g. SEA, DAL and SF. That way all the distribution lists will be grouped together and organized by city.

Using Public Folder Calendars

You'll find several public calendars in Public Folders under the HRSA Seattle folder. They are:

HRSA Seattle
- Seattle HRSA Large Conference Room
- Seattle HRSA Office Calendar
- Seattle HRSA Small Conference Room
- Seattle RHA Conference Room
- Seattle RHA Office Calendar

You can use these calendars to schedule the use of conference rooms, record your planned leave and absences from the office, and record meetings or other appointments you want others to know about. If you enter an event on one of these calendars, there's a button for automatically including the event on your personal calendar. If you enter the event on your personal calendar first, then you can drag it using your mouse to the appropriate public calendar and it will automatically be entered on the public calendar at the same date and time.

Microsoft Outlook Information on the Internet

Following are some links to Outlook information on Microsoft's Internet site. Just click on the blue link to go directly to the page on the Internet.

http://officeupdate.microsoft.com/2000/articles/olhtmlbackground.htm
Add a Background Image or Color to an Outlook 2000 HTML Message
In Microsoft Outlook 2000, you can decorate your e-mail for special occasions by filling the entire message body with a background image or color.

http://officeupdate.microsoft.com/2000/articles/olholday.htm
Add a Custom Category to the Outlook 97/98/2000 Add Holiday List
This article details the steps to add a custom category to the list of holidays that's displayed in the Add Holidays to Calendar dialog box in Outlook 97, 98 and 2000.

http://officeupdate.microsoft.com/2000/articles/olhtmlstationery.htm
Add a Special Design to an Outlook 2000 HTML Message
Use stationery in Microsoft Outlook 2000 to add flair to special-occasion e-mail messages.

http://officeupdate.microsoft.com/2000/articles/olhtmlpictures.htm
Add a Still or Animated Picture to an Outlook 2000 HTML Message

In Microsoft Outlook 2000, you can insert a picture into a message that's in HTML format. With HTML, you can specify the picture's position and give it a border of a width you specify.

http://officeupdate.microsoft.com/2000/articles/oladdhtmlhorizontallines.htm
Add Horizontal Lines to an HTML Message in Outlook 2000
In Microsoft Outlook 2000, you can use horizontal lines to divide content in a message or to add a decorative touch. You can adjust the line length, width, and color to suit your needs.

http://officeupdate.microsoft.com/2000/articles/olcustomcmdbar.htm
Add Your Favorite Command to the Outlook 2000 Menu Bar
This article describes how to customize the Outlook 2000 Menu Bar by adding a favorite or frequently used command to it, renaming the command, and adding a shortcut key for it.

http://officeupdate.microsoft.com/2000/articles/olRWdelaydel.htm
Automatically Delay Delivery of Messages in Outlook 2000
This article describes how to use the Outlook 2000 Rules Wizard to create a rule that will delay delivery of all messages for a specified time.

http://officeupdate.microsoft.com/2000/articles/olwbtime.htm
Automatically Launch a Web Page at a Specified Time from Outlook
This article describes how you can use Netshow Services integration with Outlook 2000 to launch any Web page at a specified time.

http://officeupdate.microsoft.com/2000/articles/olrwautoreply1.htm
Automatically Send Custom Reply Messages with Outlook 2000
This article describes how to use the Rules Wizard and Outlook 2000 templates to automatically send custom reply messages to certain people.

http://officeupdate.microsoft.com/2000/articles/Olcanmtg.htm
Cancel an Outlook 97, 98 or 2000 Meeting if You Are an Attendee
This article describes the procedure in Outlook 97, 98 and 2000 to cancel a meeting when you are an attendee and not the meeting organizer.

http://officeupdate.microsoft.com/2000/articles/olfrmt.htm
Choose the Best Outlook 2000 Message Format for a Recipient
All e-mail programs are not alike, so you need to use a message format in Outlook 2000 that your recipient's program supports. Otherwise, they won't see the message as it looked when you created it, and they may even lose part of it.

http://officeupdate.microsoft.com/2000/articles/CGL2000.htm
Clip Gallery Live 2000
Read about the latest edition of Microsoft Clip Gallery Live, a collection of clips including images, photos, animations, and sounds.

http://officeupdate.microsoft.com/2000/articles/olofficelibrary1.htm
Create An Office Document Library in an Outlook 98/2000 Public Folder
In Outlook 2000 or Outlook 98, you can add Office documents to a public folder, and then use the documents' properties to organize and arrange them in useful ways.

http://officeupdate.microsoft.com/2000/articles/olautoaddcontact.htm
Create New Outlook 2000 Contacts from E-mail Sent to You
Describes a quick and easy alternative to manually entering contacts in your Outlook 2000 Contacts folder.

http://officeupdate.microsoft.com/2000/articles/oldecorativeHTMLemail.htm
Create Stylish and Decorative E-mail in Outlook 2000 Using HTML
Using HTML as your message format in Microsoft Outlook 2000, you can create messages with special background effects, animated graphics, paragraph styles, and more.

http://officeupdate.microsoft.com/2000/articles/oladdressmap.htm
Display a Map for an Outlook 2000 Contact's U.S. Address
Shows how to automatically display a map on the Expedia Web site for a U.S. address stored in your Contacts folder in Outlook 2000.

http://officeupdate.microsoft.com/2000/articles/olautdel.htm
Empty the Deleted Items Folder Automatically
This article shows you how to set up Microsoft Outlook 98 and 2000 to automatically delete items from the Deleted Items folder when you quit the program.

http://officeupdate.microsoft.com/2000/articles/oleuro.htm
Enter and Display the Euro Currency Symbol in Outlook 2000
This article explains how to type, display, and print the euro currency symbol in Microsoft Outlook 2000 items, and how to encode international messages that contain the euro symbol.

http://officeupdate.microsoft.com/2000/articles/Olmsgfrmtprobs.htm
Fixing Problems Recipients Have with Your Outlook 2000 Messages
Covers problems recipients can have with e-mail you send them, and tells how you can work around these using Microsoft Outlook 2000.

http://officeupdate.microsoft.com/2000/articles/olremind.htm
Get Reminders in Outlook for Microsoft Project Tasks
This article describes how to set Outlook 97, 98 and 2000 reminders for the start or finish of Microsoft Project tasks and automatically add these tasks to your Outlook task list.

http://officeupdate.microsoft.com/2000/articles/oladdurlolbar.htm

Go to a Favorite Web Page from Your Outlook Bar in Outlook 2000
This article describes how to add a Web page address shortcut to your
Outlook bar and how to move shortcuts.

http://officeupdate.microsoft.com/2000/articles/oladdurltoolbar.htm
Go to a Web Site from a Custom Toolbar Button in Outlook 2000
This article describes how to assign a Web page address to a custom toolbar button in
Outlook 2000.

http://officeupdate.microsoft.com/2000/articles/olaboutsensitivitysettings1.htm
Items Marked Private, Personal, or Confidential in Outlook 2000
Explains how items marked private, personal, or confidential in Outlook 2000 look and
behave when sent and received, and whether others can access them when you share
olders or assign delegates.

http://officeupdate.microsoft.com/2000/articles/MSO2KAccessibility.htm
Microsoft Office 2000 Accessibility
Learn about the Accessibility improvements in Office 2000.

http://officeupdate.microsoft.com/2000/articles/TipsTricksCtr.htm
Office Update Tips and Tricks Center
Office Update tips and tricks for Office 2000 are designed to help you discover all the
Office features and use them more effectively.

http://officeupdate.microsoft.com/2000/articles/olInboxRepair1.htm
Outlook 2000 Inbox Repair Tool
Describes the Inbox Repair Tool, used to recover folders and items from a corrupted
personal folders file (.pst) or offline folders file (.ost), and tells how to use it with either
of the Outlook 2000 e-mail configurations.

http://officeupdate.microsoft.com/2000/articles/olMalformedHeader.htm
Outlook 2000/98 Malformed E-mail Header Update
The Outlook 2000/98 Malformed E-mail Header Update addresses a vulnerability that
could allow a malicious hacker to send an e-mail message that would crash a user's mail
client and potentially run arbitrary code.

http://officeupdate.microsoft.com/2000/articles/prilissa.htm
Prilissa Macro Virus
Learn about the steps you can take to protect your data from the Prilissa virus. Prilissa is
a Word 97 macro virus that affects Outlook and Outlook Express users by taking
advantage of the macro functionality in Microsoft Office applications.

http://officeupdate.microsoft.com/2000/articles/olusehandhelddevices.htm

Problems Using Handheld Devices with Outlook 2000?
Suggests that the user first check the documentation and support resources for the synchronization software when resolving problems with lost or changed information after synchronizing handheld or palm-size devices with Outlook 2000.

http://officeupdate.microsoft.com/2000/articles/olintenc.htm
Read and Send Messages in Other Languages with Outlook 2000
In Microsoft Outlook 2000, if you send or receive international messages, the messages must be encoded with information about the character set (alphabet) that was used to create the content. Here are the details of encoding.

http://officeupdate.microsoft.com/2000/articles/olgroup.htm
Rearrange Your Outlook Groups in Outlook 98 and 2000
This article describes how to rearrange the order of your Outlook groups (Outlook Shortcuts, My Shortcuts, Other Shortcuts) on the Outlook Bar in Outlook 98 and 2000.

http://officeupdate.microsoft.com/2000/articles/olsendapublicfolder.htm
Send a Link to a Public Folder in an Outlook 2000 Message
How to send a link to a public folder in an Outlook 2000 message. The public folder will open when recipients click the link, and you'll avoid having to type out the path to the folder in your e-mail message.

http://officeupdate.microsoft.com/2000/articles/olperrmd.htm
Set Personal Reminders in Outlook 97, 98 and 2000
This article describes how you can create personal reminders in Outlook 97, 98 and 2000 that won't be displayed on your task list or appear to others as busy time on your calendar.

http://officeupdate.microsoft.com/2000/articles/olsendvbusinesscards.htm
Share Contacts Using Electronic Business Cards and Outlook 2000
Tells how to send electronic business cards with contact information in messages using Outlook 2000, and how to save those you receive.

http://officeupdate.microsoft.com/2000/articles/olnetfolders.htm
Share Outlook 98/2000 Folders by Using Net Folders
Net Folders let you share with others any folder you create on your computer in Outlook 2000 or 98. Items you put into the folder are sent to everyone you've chosen. And, you set permissions that let them change or add folder items.

http://officeupdate.microsoft.com/services/articles/signupos.htm
Sign up for Online File Storage
An online file storage service provides you with a secure place to save and store files on the Internet. With online file storage, you can make backup copies of your files on the Internet, share files with co-workers and friends, and access files remotely.

http://officeupdate.microsoft.com/2000/articles/olbackupnsynch.htm

To Back Up or to Synchronize: Ways to Copy Outlook 2000 Data
Overview of backup and synchronization. Describes ways to do each with Outlook®
2000 data: Personal Folders Backup, exporting, archiving, file copying, offline folders,
and Net Folders.

http://officeupdate.microsoft.com/2000/articles/ol1800messages.htm
Too Many Outlook 2000 E-mail Messages
This article describes techniques to use in Outlook 2000 when you have too many
messages in your Inbox to be able to read them all.

http://officeupdate.microsoft.com/2000/articles/oloverviewtour01.htm
Tour the Outlook Window
Provides a tour of the Outlook 2000 window and introduces Outlook features, including
Outlook Today, Internet access, e-mail messaging, scheduling, contacts list and task
tracking.

http://officeupdate.microsoft.com/2000/articles/olitemch.htm
Turn an Outlook Item into Another Type of Item
The AutoCreate feature lets you turn an Outlook item of one type into an item of another
type by dragging and dropping. This tip includes steps for converting an e-mail message
into a meeting request.

http://officeupdate.microsoft.com/2000/articles/olhtmlhyperlinks.htm
Turn Text into a Hyperlink in an Outlook 2000 HTML Message
In Microsoft Outlook 2000, you can use any word, phrase, or other text as a hyperlink in
an HTML message instead of using the hyperlink address itself.

http://officeupdate.microsoft.com/2000/articles/thesaurs.htm
Understanding Thesaurus and Spelling Checker Behavior in Office
Some individuals using the thesaurus and spelling checker in Office receive unintended
and sometimes inappropriate results. To better understand that these results are
unintended, it is helpful to learn how the thesaurus and spelling checker work.

http://officeupdate.microsoft.com/2000/articles/olviews.htm
Using Views in Outlook 98 and 2000
In Outlook 2000 or Outlook 98, you can filter to arrange your data just the way you want
to view it and then save the view to reuse.

http://officeupdate.microsoft.com/2000/articles/vbsvirus.htm
VBS.Freelink Virus Alert
The VBS.Freelink virus, originally introduced in July, has re-emerged and is affecting
Microsoft Outlook email users. The VBS.Freelink virus distributes itself as an email
attachment. The email message may appear as if it is from an acquaintance.

http://officeupdate.microsoft.com/2000/articles/OLmtgreqmultcal.htm
View Multiple Users' Free/Busy Information in Outlook 97/98/2000

This article describes how to use Meeting Planner in Outlook 97, 98 and 2000 to view the free/busy information of several people at once.

http://officeupdate.microsoft.com/2000/articles/olbackup.htm
Ways to Back Up Outlook 2000 Data
Describes ways you can back up Outlook® 2000 data. Compares Personal Folders Backup, exporting, archiving, and file copying.

http://officeupdate.microsoft.com/2000/articles/olsynch.htm
Ways to Synchronize Outlook 2000 Data
Describes ways you can synchronize Outlook® 2000 data. Compares offline folders and Net Folders.

http://officeupdate.microsoft.com/2000/articles/oloverviewwhatis.htm
What Is Microsoft Outlook?
Provides an overview of the features in Outlook 2000.

http://officeupdate.microsoft.com/articlelist/o2kOfficeApps.htm
More Articles: Articles about the Office 2000 suite
Learn more about using Office 2000 applications by reading these articles.

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